

REQUEST FOR APPLICATIONS

Cedar Point Aquaculture Intern

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

Contact: Erin Gallagher- procurement@dmr.ms.gov

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Aquaculture Intern at the Cedar Point Hatchery (Thad Cochran Marine Aquaculture Center) in Ocean Springs, Mississippi.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

Scope of Work/Job Duties

The Aquaculture intern will assist staff:

- Analyzing water quality as needed in re-circulating aquaculture systems;
- Processing of water quality samples;
- General maintenance and operation of equipment, general lab and facility organization/cleanliness (washing glassware, tanks, etc.);
- Feeding animals and working with food, assessing quality and quantity;
- Observing animals and systems with the intent to correct problems as soon as they are detected;
- Transferring and acclimating of fish for pond grow out;
- Harvesting, tagging and releasing animals;
- Participating in execution, and reporting of experiments;
- Constructing water systems, including reservoirs, holding systems, and treatment systems;
- Data recording and record keeping;
- Field work as needed for collecting, releasing or monitoring animals
- Assisting co-workers as needed; and,
- Other duties may be assigned by the supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Pursuing a Bachelor’s Degree from an accredited four-year college or university in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field. The candidate must have a minimum of thirty-two (32) hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

Knowledge, Skills, and Abilities

The ideal candidate will have previous coursework in biological sciences and knowledge of water chemistry. Candidate must be able to work well individually as well as within a team. The applicant should have strong interpersonal skills, basic computer skills, excellent observational skills and problem solving skills as well as a keen interest in aquaculture. This position will require interaction with faculty, staff, research scientist and some interaction with the public. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. This position requires working outdoors, under limited supervision in remote and often uncomfortable environments (i.e. hot, humid).

Compensation and Hours Worked

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for 15 to 18 weeks, depending upon the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:
 - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **February 23, 2016 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Erin Gallagher, Procurement Director procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.